


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Training, Continuing Education, Conferences, and Professional Association Dues
	Policy Reference No:	8-26
	Release Date:	20 March 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	2
	No. of Pages:	2
	Applicability:	All Employees

Training, Continuing Education and Conferences

The Township encourages employees to receive job related training and education that will enhance their performance and contribute to Township operations. In some cases, the Township may even require that an employee take continuing education or training.

Conventions, conferences, and seminars can provide employees with information and insight about current practices in their fields, as well as guide the employees with effective tools to assist them in addressing issues related to their positions.

Regular full-time employees and regular part-time employees may submit a request to participate in conferences, conventions, and seminars that contribute to the employee's career development or to the operations of the Township. Requests must be submitted if the event occurs during the employee's normal working hours and/or the employee wishes reimbursement or payment for all or part of the costs to attend the event. The request must be made to the Township Manager prior to sending in registration materials for the event.

All requests must be approved by the Township Manager and are subject to budgetary constraints and needs of the employee's department at the time of request. Costs eligible for coverage by the Township include registration, travel and subsistence expenses, and the cost of lodging if the program requires participation of more than one (1) day in duration. Approved requests for cost coverage may be made on either a direct payment or a reimbursement basis. A cap will be set on subsistence reimbursement.

Job-related training shall be incurred at the nearest and most appropriate location to Verona to reduce the amount of travel time and costs.

Approval for direct payment or reimbursement for training or continuing education courses will be made on the following criteria:

- Prior to employee registration in the course, the Township Manager must determine that Township funds are available for the tuition and other related costs.
- Prior to employee registration in the course, the Township Manager must approve the applicability of course training to employee's present position.

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- Prior to employee registration in the course, the Township Manager will determine the specific costs and amount of tuition to be paid or reimbursed by the Township.
- The Township Manager will also determine which of those costs will be paid directly and which to be reimbursed.
- Upon completion of the course, the employee must demonstrate satisfactory fulfillment of the training with a course certificate or proof of attendance. A copy of this certification will be maintained in the employee's personnel file.
- Once satisfactory completion has been demonstrated, the Township will reimburse the employee for the specific costs agreed to by the Township Manager in advance.

If an employee leaves the position within twelve (12) months of completing a course, seminar or conference for which the Township paid, the employee shall reimburse the Township for the cost of the tuition for the course, seminar, or conference.

Professional Dues

The Township encourages employees to participate with professional organizations that are related to the employee's job responsibilities and that are mutually beneficial to both the Township and employee. The Township may pay dues for professional organizations for employees when beneficial to the Township, if such funds have been approved in the current budget and if the membership is job-related. The Township Manager must authorize payment of any membership dues.

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Revision No.	Revision Date	Nature of Revision	Approved By
1	16 January 2023	Changed Approver from Cavallo to D'Arco	JD
2	20 March 2023	Class reimbursement policy changed. If employee leaves position within 12 months employee is required to reimburse Township. Changed from 6 months to 12 months.	JD